Hurricane Preparation Check List –	**Telecommunications**

YEAR-ROUND READINESS

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings.

2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.

3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.

4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)
Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.

2. Update Essential Personnel Lists. Send copy to Emergency Manager.

3. Inventory Supplies on hand; replenish if needed:

   a) 3 tarps/tie downs for the switch cabinets

   b) Switch room flashlights and spare batteries

   c) 2 formatted tapes for microcall

   d) 2 formatted discs for each PC

   e) 15 small or 5 large sandbags for main switchroom door

4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Evaluate all contract work in progress or about to start and take appropriate action.

2.

3.

4.

5. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Send general telephone precautions check list to building occupants.

2. Telecommunication workers implement check list before departing.

    a. Computer and switch precautions:

        i. Back up all PCs, Microcall, and AT&T switch. Take flash card to the Computer Center Data Safe.

        ii. Turn off computer and all peripherals.

        iii. Unplug all computer power, communications connections, peripherals, and other electrical equipment.

3. Lower and close window blinds.

4. Check nearby offices and common areas to ensure they also have been secured.

5. Put sandbags in the VARC switch room.

6. Close and lock all telecommunication doors.

7. Notify users of system take-down time.

8. Save translations in VARC switch room again. Switch the back-up card and save again.

9. Turn off UPS using instructions posted on the UPS. (Buildings 28 and 87)

10. Turn PPN/EPN off by pushing the "OFF" button. (Buildings 28, 12, and 87)

11. Unplug the UPS and place cord on top of UPS. (Buildings 28 and 87)

12. Turn VMX off by pushing the "OFF" button. (Building 28)

13. Unplug the VMX and place cord on top of VMX.

14. Allow one half hour for cool down for the UPS, VMX, and all telecommunication switches. Leave door on cabinets open to expedite cooling process.

15. Cover UPS, VMX, PPN, and EPN with tarp/tie downs. (Buildings 28, 12, and 87)

16. Take card with saved translations to the Computer Center Data Safe. Leave other card in the PPN. (Building 28)

17. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.

18. **Report completion of preparations to line management.**

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.

2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.

3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to Hurricane Check List.   http://www.jlab.org/intralab/emergency/hurricane/index.html

Return to Emergency Management.   http://www.jlab.org/intralab/emergency/

maintained by webmaster@jlab.org
For questions regarding Emergency Management, contact John Kelly.